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Governor

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Lieutenant Governor



Lynn Pulou-Alaimalo  
Director, Human Resources

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Deputy Director  
WIOA

AMERICAN SAMOA GOVERNMENT  
DEPARTMENT OF HUMAN RESOURCES  
PAGO PAGO, AMERICAN SAMOA 96799

JOB ANNOUNCEMENT

|  |   |   |
|--|---|---|
| <b>Job Title:</b><br><b>Data Administrator</b>                   | <b>Posting Date:</b><br><b>April 13, 2022</b>                                 | <b>Serial No.:</b><br><b>110-22</b>   |
| <b>Department/Division:</b><br><b>Education/ Teacher Quality</b> | <b>Closing Date:</b><br><b>May 05, 2022</b>                                   | <b>Announcement No.:</b><br><b>039-22</b>                                   |
| <b>Type of Position:</b><br><b>Permanent Appointment</b>         | <b>Posting Type:</b><br><b>Employment Opportunity/<br/>Open to the Public</b> | <b>Pay Grade and Salary Range:</b><br><b>GS-12/\$17, 673 - \$43,023p.a.</b> |

**General Description:**

The incumbent oversees the functioning of the Teach Quality Office (TQO) internal system of databases under the direct supervision of the Assistant Director (AD), Teacher Quality Office

**Key Duties and Responsibilities:**

- Maintain and consistently check to ensure that teacher data is accurate, update, protected and backed-up in the TQO system of databases
- Oversee and manage the updating of TQO teacher data in the ASDOE LDS
- Establish data reporting protocols
- Assist the TQO AD in the development and implementation of best practices for the management of the databases
- Ensure compliance with federal regulations governing confidentiality of personnel data
- Regular monitoring of database performance
- Produce teacher data reports for Program Services Team upon request
- Create when needed additional databases to accommodate program services
- Regular monitoring of data entry procedures
- Provide effective Supervision of assigned personnel
- Provide in-service trainings for staff on data on data management matters
- Prepare and submit monthly activity reports to TQ Assistant Director
- All other duties and responsibilities as assigned

**Knowledge, Skills and Ability:**

- Basic familiarity with database concepts and data analysis
- General computing skills, especially in Microsoft Excel
- Good Oral and written communication skills
- Ability to supervise and evaluate assigned personnel

***This is an Equal Employment Opportunity Employer***

Department of Human Resources, A.P. Lutali Executive Office Building, Pago Pago, Am Samoa 96799  
Ph: (684) 633-4485 / Email: [hr@americansamoa.gov](mailto:hr@americansamoa.gov) / Fax: (684) 633-1139

"Here To Serve"

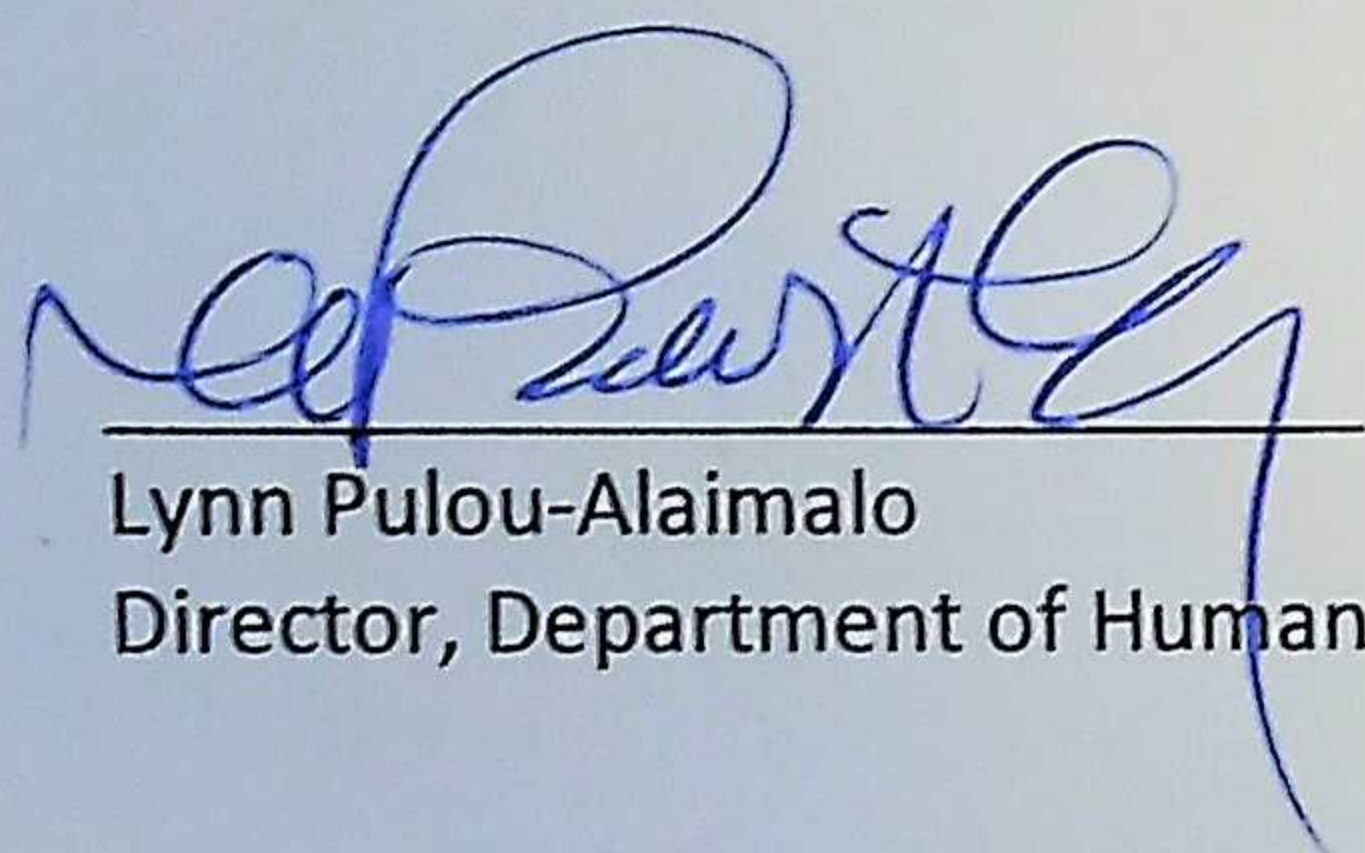


**Academic and Experience Requirements:**

- Applicant must have a Master's degree in related field from an accredited college plus 1 years of work related experience OR
- Bachelor's degree in related field from accredited university plus 3 years of work related experience; 1 years of which at supervisory capacity
- Years of progressively responsible working experience may be substituted for portion of the academic requirement.
- Salary will be adjusted according to experience.

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou-Alaimalo  
Director, Department of Human Resources